



**SURPRISE**

ARIZONA

The City Of  
Surprise, Arizona  
Is Seeking An Experienced  
Municipal Finance  
Professional With  
Outstanding Leadership  
Skills To Serve As  
Chief Financial Officer







## UNIQUE OPPORTUNITY

The new and growing City of Surprise, Arizona, located in the northwest quadrant of the greater Phoenix Metropolitan Area, is the tenth largest city in Arizona. Consistently ranked as one of the safest cities in America, Surprise has also been identified as one of the “North American Cities of the Future” by *Foreign Direct Investment* magazine. The 2012 *National Citizens Survey* indicates that 93% of residents would recommend Surprise as a place to live. Surprise has experienced phenomenal growth, booming from a population of 39,000 in the year 2000, to its current population of approximately 120,000. This is an outstanding opportunity to join the Executive Leadership Team of this vibrant community.

## THE COMMUNITY

Surprise is 30 minutes northwest of downtown Phoenix and accessed by freeway and state highway, with a new freeway tying into the regional freeway loop scheduled to be completed next year. The City encompasses a 309 square mile planning area with more than 100 square miles already incorporated, including urban and commercial developments, ranches, and industrial parks.

Surprise scores “well above” national database averages in community cleanliness and in residents’ intent to remain in Surprise, and surveys show a strong trust in local government. New, safe neighborhoods, outstanding year-round outdoor recreation, a mixture of families and retirees, affordable and executive housing, a solid school system, and a growing industrial base have created a

quality of life residents rate as above national benchmarks.

At its center is the 180-acre, multi-use Surprise Recreation Campus. Named the “Best Place to see a Spring Training Game,” the Recreation Campus is the spring training home of the Kansas City Royals and Texas Rangers, while supporting a year-round youth sports program and spectacular special events. Adjacent to the campus is Surprise Center – the community entertainment and government complex – anchored by the 25-court Tennis and Racquet Complex, a USTA Public Tennis Facility of the Year and host to the annual CTCA Championship series bringing names such as John McEnroe, Andre Agassi and Anna Kournikova to Surprise to compete. The Center features the Surprise Regional library, aquatic park, lighted basketball courts, town lake, and Surprise City Hall campus, including the Public Safety building and an onsite higher education center operated in partnership with the Rio Salado College District. City Hall opened in 2009.

With an average of over 330 sunny days a year, Surprise residents and visitors enjoy a healthy outdoor lifestyle. The City’s western border nestles against the White Tank Mountains, perfect for hiking, biking, camping or viewing historic Native American petroglyphs. Of course, Arizona is a golfer’s dream, with more than 100 golf courses in the greater Phoenix area, including eight in Surprise. Just a short drive from Surprise are venues for professional football, baseball, and basketball. In addition to Surprise Stadium, the Phoenix area hosts spring training facilities for 13 other Major League Baseball teams. Arizona State University in nearby Tempe is a nationally known center of education, athletics

and culture. Arizona State University West and Estrella Mountain Community College are each just 20 minutes from Surprise.

Please visit the City’s popular website [www.surpriseaz.gov](http://www.surpriseaz.gov), to read the latest citizen survey, watch a welcoming video, review FY13 budget documents, and learn more about Arizona’s most exciting new city.

## CITY GOVERNMENT

The City of Surprise operates under a Council/Manager form of government. The seven-member City Council is elected to staggered four-year terms. Each council member represents an election district, with the exception of the Mayor, who is elected at-large. It is the responsibility of the City Council to set policy.

The City Manager is appointed by the City Council. The City Manager serves as chief executive officer of the City and is responsible for managing the organization and carrying out the policies of the City Council.

Surprise has a workforce of 736 full-time equivalents (FTEs) for FY 2013, and a budget of \$168.4 million.

## THE FINANCE DEPARTMENT

The Finance Department has a full-time staff of 24 with an annual operating budget of approximately \$2.67 million. The Department is comprised of five divisions:





**Administration and Payroll** – Responsible for Department oversight and policy development, and employee payroll.

**Budget and Accounting** – The Budget and Accounting division is responsible for the preparation of the annual budget, the comprehensive annual financial report (CAFR), development agreement assistance, project expense and fixed assets tracking.

**Procurement and Accounts Payable** – Responsible for City purchasing, accounts payable, and the mailroom.

**Audit** – The mission of the Internal Audit division is to provide independent, reliable, accurate, and timely information to City Management for the purpose of identifying opportunities to minimize risks, maximize efficiency and effectiveness, and strengthen public accountability.

**Revenue and Utility Billing** – Primary responsibilities include the receipt and deposit of all money received by the City and the recovery of revenue that would otherwise be lost to the City because it is not detectable through the ordinary course of business.

### *Mission Statement*

*The City of Surprise Finance Department strives to be proactive leaders, identifying issues, and offering innovative solutions while providing excellent customer service.*

## CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) reports to the City Manager and serves as a member of the City's Executive Leadership Team. The CFO provides leadership, direction and management for the Finance Department including accounting, budgeting, purchasing, customer service, tax audit and departmental personnel and resources. Primary responsibilities include: making recommendations to the City Council and City Manager; developing and implementing policy initiatives; setting the tone, climate and vision for the Department; ensuring compliance with statutory responsibilities and directives; and providing for a multi-jurisdictional approach.

## CURRENT ISSUES AND PRIORITIES

Among the key issues and priorities that will demand the immediate and near-future attention of the new Chief Financial Officer include:

- **Developing a Financial Foundation** – Audits of the City's past financial practices have revealed significant past missteps. The City has hired two firms that are now conducting additional audits on the City's handling of development fees and agreements. The new CFO will be tasked with executing a plan in coordination with the City Manager's office and City Council to put the City on sound fiscal ground moving forward. This will require a CFO who embraces challenges

and is motivated by public service accomplishments for the betterment of the community.

- **Organizational Assessment** – The Finance Department has historically operated without a sound structure. The new CFO will evaluate the Department's makeup, processes and systems with the goal to establish a structure for the Department moving forward. This includes formulating a set of policies and procedures for the Department, as well as evaluating the current financial software systems and how those might be updated.
- **CIP** – With numerous projects ongoing and in the works, the new CFO will be expected to work with City Departments on the City's Capital Improvement Plan to ensure projects, both current and future, are successfully implemented.

## THE IDEAL CANDIDATE

The ideal candidate is a creative, sophisticated, and service-oriented public finance professional who has outstanding leadership and interpersonal skills. Desirable candidates will have a proven track record of effectively leading change, improving customer service, and building mutually productive relationships with a wide variety of stakeholders. A history of demonstrating a commitment to staff development and empowerment will also be considered favorably.

To be a successful complement to the Department's management team, highly qualified candidates will be collaborative team players, superior problem solvers, notably innovative, as well as confident





communicators. The ideal candidate is a visionary leader with a strong customer service approach. A healthy sense of humor and an optimistic attitude will complement this energetic and dedicated team.

## EXPERIENCE AND EDUCATION

**A**ny combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include a minimum of five years of progressively responsible directly related management experience and a Bachelor's degree from an accredited college or university in the finance field.

## PERSONALITY/ MANAGEMENT STYLE

Other skills and traits that are beneficial include:

- High integrity and solid character
- Highly effective manager of people; holds people accountable
- Collaborative; embraces a team-approach in working with the City's Executive Team
- Displays a high degree of political sophistication, but remains apolitical
- Passion for public service with strong customer service ethic
- Superior communicator who can quickly cultivate internal and external trust and confidence with a variety of audiences, including the City Council and citizens

- Ability to present complex, financial information in a format that is concise and understandable to the lay audience; can focus discussions on policy ramifications
- Values professional development and growth; can nurture, mentor and develop staff

## COMPENSATION AND BENEFITS

**T**he salary range for the Chief Financial Officer's position is **\$96,359 - \$163,810**. Actual salary will depend on the qualifications of the successful candidate. The City offers a competitive benefit package that includes:

- Arizona State Retirement System
- City contributes to health, dental and vision coverage for employee and dependents
- Annual leave; 11 paid holidays
- Tuition reimbursement up to \$4,000
- Voluntary Supplemental Retirement Savings Plans (SRSP) are available
- Group Life insurance (100% paid for employee)
- Longevity pay following eight and ten years of service
- Flexible spending account (IRS Section 125)
- Relocation assistance

## APPLICATION AND SELECTION PROCEDURE

**T**o be considered for this challenging and rewarding career opportunity, please submit your cover letter, resume, current salary, and list of four work-related references (who will **not** be contacted in the early stages of the recruitment). Resume should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. Forward your materials to:

**CPS HR CONSULTING**

Stuart Satow  
CPS HR Consulting  
241 Lathrop Way • Sacramento, CA 95815  
Tel: (916) 263-1401 • Fax: (916) 561-7205  
E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

This recruitment is **open until filled**.

Resumes will be reviewed as they are submitted. Candidates deemed to have the most relevant background will be invited to participate in a preliminary screening interview with the consultant. The City will then select finalists to participate in City interviews once a highly-qualified pool of candidates has been established. An appointment will follow the completion of extensive reference/background checks to be coordinated with the successful candidate. For additional information about this opportunity please contact Stuart Satow.

